



City of Milpitas

We invite applications for the position of: **Emergency Services Coordinator**

Annual Salary Range: \$95,494 - \$125,698

Post Date: September 15, 2016

Close Date: September 29, 2016 at 5:00 p.m.

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

Under general supervision of the Fire Chief or designee, the Emergency Services Coordinator plans, develops, and implements all disaster response and training activities for the City including staff training and community education programs. Function as a liaison between City governmental agencies.

What You Will Do

Duties may include, but are not limited to the following:

- Performs work in emergency planning management including data collection, analysis and preparation of State and Federal reports and maintenance of Emergency Operation Center (EOC) documents and records.
- Manages and maintains the Emergency Operations Center (EOC) and the Alternate EOC.
- Responds to emergency incidents, disasters and significant events and participates in the management of those incidents. Carries pager at all times in order to respond to emergency activities during the regular business day, after hours or on weekends and holidays.
- Develops and conducts training on disaster and emergency response to EOC Staff, City Staff, and community members. Coordinates the development and implementation of a disaster preparedness



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training program for employees and volunteers, specifically for the purpose of educating these individuals of their responsibilities during emergency and/or disaster operations.

- Alerts appropriate state and federal agencies of emergencies or disasters and coordinates the response operations of Milpitas before, during and after an emergency or disaster.
- Serves as the official for swearing in Disaster Service Workers for City Employees and community members. Swears in employees and community members as Disaster Service Workers (DSW) and manages the DSW Program.
- Coordinates disaster response or crisis management activities such as evacuations, opening public shelters, and implementing special needs plans and programs.
- Conducts inspections of facilities and equipment, such as the EOC, alternate EOC and communications equipment in order to determine their operational and functional capabilities in emergency situations.
- Develops and recommends alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Develops and conducts public presentations and speeches at schools, special events, civic organizations, etc. (including television, radio and/or newspaper interviews, or appearances) which benefit the public's safety and enhances the community's awareness and preparedness for any emergency, disaster, or threat. Assists medical facilities, businesses, schools and industry in the preparation of Emergency Plans; coordinates with City departments in preparing, obtaining and distributing information related to emergency planning and preparedness.
- Serves as the City's representative to County and Regional Emergency Planning and Preparedness committees and organizations, and acts as a liaison to volunteer organizations which may assist the City during a disaster.
- Conducts citywide assessment to determine hazards which may require special emergency response and/or mitigation.
- Performs others duties as assigned.

Experience and Education

Bachelor's degree in public administration, urban planning, public safety, emergency planning or related field AND One year of increasingly responsible experience in emergency preparedness planning and community education. Additional years of increasingly responsible, directly related work experience may be substituted for education on a year-for-year basis

License or Certificate

A valid California driver's license is required at time of application and for duration of employment.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview.



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Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Con bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

http://www.ci.milpitas.ca.gov/_pdfs/hr_mou_UPEC.pdf

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.